

DIRAUX NOTES
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FROM THE DIRECTOR

LCDR Kelly A. Boodell

UNIFORMS ON PATROL: There seems to be some confusion regarding which uniforms can be worn while on patrol. There are now two work uniforms, with possibly a third on the way (the dark blue AUX Polo shirt.) The rule is if a working uniform is the Auxiliary uniform of the day, then the uniform that is worn shall be neat and fit appropriately. There is no rule that the entire Auxiliary crew shall be in the same working uniform. The Operational Dress Uniform (ODU's) is not authorized for wear by members that are unable to fit into the standard authorized sizes. This does not mean that those larger members are unable to crew because they can't wear the ODU. They are able to wear the working blue uniform (and the polo shirt when it is authorized) as those are authorized uniforms for wear. For those of you who do not like the fact that the entire crew may possibly not be "uniformly uniform," I say....there is better places to spend your energy! Let's be safe out there and look as good as we possibly can!

WE HAVE NEW E-MAIL ADDRESSES: My entire staff and most of the district have migrated to the new windows 2003. As a result, our emails have changed! All of our emails are being forwarded from our old addresses to our new ones, this will continue for several more months. We recommend you update your address books now! The format will be: First.Middleinitial.Last@uscg.mil so, my new email is: Kelly.A.Boodell@uscg.mil; OTO's email is: Paul.D.Bellona@uscg.mil.

TRAVEL VOUCHER SUMMARIES (TVS): Historically, more than 25 percent of the calls made to the Coast Guard's Personnel Support Command (PSC) are to obtain information on the status of travel claims or travel voucher summaries (TVS). An ongoing joint Coast Guard Finance Center (FINCEN) and PSC effort was initiated to make this information available online. A lot of work by FINCEN, PSC, DIRAUX D7, and Auxiliary Information Services Division personnel has now come to fruition in the form of the online TVS. In the nutshell, Auxiliarists (as well as all Coast Guard personnel) are now able to gain access to their TVS via the internet. What follows are a few basic Questions-Answers about this new initiative and you can also find out more about it from the "What's New?" portion of the Member's Deck of the Auxiliary web site (www.cgaux.org). **1. What is a Travel Voucher Summary (TVS)?** A TVS is basically a written summary of reimbursed elements of a travel claim (e.g. - reimbursed mileage, tolls, parking fees, meals and incidentals, hotel rooms, lodging taxes, etc). Travel claims are filed through your ordering issuing authority after you have completed the mission for which you received orders in the first place (e.g. - to attend a conference under government orders, to attend a C-school under government orders, etc). **2. What does having access to an online TVS mean for an Auxiliarist who performs travel under Coast Guard orders?** It means that once an Auxiliarist has filed their travel claim for reimbursement of their costs of travel, they will soon thereafter be able to reconcile their travel claim against the amount of money that is deposited into their bank account for reimbursement. **3. Are TVS' issued for Auxiliary patrol reimbursements?** No, the TVS are issued to help reconcile reimbursements for travel claims...not patrol claims. **4. How can I gain access to**

my TVS? There are plenty of ways to access it. Try the FINCEN web site <http://www.fincen.uscg.mil/> --- In the right-side column of options; click "Online Travel Claim Status."

FACILITY LOG BOOKS: COMDTINST M 16790.1F, the *Auxiliary Manual*, mentions catastrophic claims in Chapter 9, paragraph B.4., although this does not specifically refer to the new authority, and states that claims in excess of \$200 will require investigation in accordance with COMDTINST M5890.9, the *Coast Guard Claims and Litigation Manual*, Chapter 8 of which requires evidence including a "facility logbook documenting hours of use. (Pages should be continuous and not capable of removal or insertion. Common green fixed page logbooks are acceptable; loose-leaf three ring binders are unacceptable.)" If you don't have such a logbook you will not be able to recover for a claim under the new catastrophic claims authority. A suitable logbook is available from the Auxiliary Center through the DSO-MA, see http://www.uscgaux.org/~130/dso-ma/catalog/ordering_info.htm for ordering information.

AUXILIARY PARTICIPATION IN THE RSVP PROGRAM: This program is the Retired and Senior Volunteer Program (RSVP) that the Coast Guard received authorization for Auxiliarists to participate in this program. This program taps the experience, skills, & talents of seniors (55 years & older) to meet community challenges. This program has offices in every

State and they are listed at <http://www.seniorcorps.org/joining/rsvp/index.html> and they may provide different amounts of assistance. Auxiliarist may apply to local RSVP offices for recognition and support of their volunteer Auxiliary service. Example: An Auxiliarist who volunteers a few hours each week at a local CG unit but who does not receive reimbursement from the unit for travel costs (e.g. – local mileage & tolls to/from unit) may pursue reimbursement through the RSVP. More information on this may be found on the D13 Auxiliary Web site. Participation in RSVP will be addressed in Change 1 to the Auxiliary Manual (COMDTINST M16790.1F).

CG AUXILIARY MANUALS: Due to budget restraints, the Auxiliary Manual will be shifted from paper form to the e-form manual. New members will not be issued hard copy of the Auxiliary Manual. **New members** should receive the New Member Handbook, which focuses on the most pertinent aspects of Auxiliary membership. If you have extra Auxiliary manuals, I suggest that you save them to be used within your Flotilla or Division.

AWARDS WRITING TEAM: Joe Engel is the lead of the District 13 Awards Writing Team. If you want to put someone in for an award but do not know how to do it, contact Joe. His email is joe@jre.com. Joe is also looking for participants on the team. In particular from the Eastern and Southern areas. The more writers the better! The requirements are that you want to facilitate member recognition, that you have a good Internet connection, that you check your email daily and that you do what you commit to doing!

Boating Safety Week! Be smart, be safe be vigilant! Look at America's Waterway Watch website to learn more! www.AmericasWaterwaywatch.org.

FROM OPERATIONS AND TRAINING

CWO4 Paul D. Bellona

PPE (PERSONAL PROTECTIVE EQUIPMENT): (1) More Dry Suits w/inserts & Type III PFD's, along with XL anti-exposure coveralls are available at DIRAUX. Look at FEBRUARY DIRAUX NOTES on procedures to request PPE and I will bring it out to the Division and Area meetings. I will only issue PPE out only to those attending since I need the AF-538 Form filled out & signed. You can make other arrangements with me in advance of the meetings, to have someone else pick up your PPE they will have to have your signed & completed paperwork with them. (2) There has been important safety information put out on the MCMurdo Personal EPIRB (PEPIRB) that you must read so that you are aware of all issues regarding the EPIRB. Please check the maintenance card so that you will receive important safety information regarding simple changes you need to make to ensure safety and

that it works properly. Go to http://www.cgaux.info/g_ocx/cginfo/pepirb.pdf to make a copy of the maintenance card or there is information on the D13 Auxiliary Web site under Operations on this.

COAST GUARD PROTECTIVE CLOTHING POLICY: Anti-exposure coveralls MUST be worn when water temp is less than 60 degrees, (dry suits under 50) unless there is a waiver from the Order Issuing Authority. **Auxiliarists are required** to follow this policy, which is provided in great detail in FEBRUARY DIRAUX NOTES. We will continue to enforce and stress this policy. If you would like a demonstration of proper wear we can put on a Dog & Pony show on this and other PPE issues at Division and Area meetings if you let us know!

POMS: The Finance Center no longer accepts manual submission of Auxiliary Patrol Order Reimbursement (CG-5132s) and will be returned with no action taken. All claims will be submitted through POMS, which everyone should do in.

GROUP SEATTLE PATROL ORDERS: Group Seattle issues the following instructions for Patrol Orders submitted for reimbursement: (1) Only original orders will be accepted (no copies). (2) Use blue ink only when filling out the orders (no pencil or black ink). (3) Submit your claim for patrols no later than 5 days after the patrol date (Group Seattle has received some that were 5 months old). (4) There are two new entries that must be filled in: "Gallons of Fuel Used" and "Underway/Flight Hours". If this section is not filled in, the orders will be returned. (5) Patrol orders will not be approved if the correct number of crew members is not on board: Guidelines are that facilities up to 26' must have 2 qualified boat crew members on board – coxswain and 1 crew member. Facilities 26' to 32' must have a qualified coxswain and 1 crew member, but it is recommended a coxswain and 2 crew members. Facilities 32' and over must have a minimum of 3 qualified crew members on board – coxswain and 2 crew members.

PATROL COMMS WITH ORDER ISSUING AUTHORITY: Auxiliarist on patrols should be contacting their order issuing authority (i.e., Groups, Stations) prior to getting underway to do a pre-brief (ensure both know what the mission is being done, proper PPE is worn/or waiver requested, number of crew, etc). They should also contact them after the patrol to conduct a post brief to notify them of anything done or found during the patrol. This should be done over the phone if possible. Inland patrols should also be doing this, so the Groups know what you are doing and if something goes wrong or you go missing, someone will know about it sooner and start finding out what is going on. Any SAR cases should be passed along to the Groups as soon as possible (over VHF, cell phone, or phone once you get into the dock). The more communications and information there is being passed with the Groups, will help volumes in the way the Auxiliary conducts its business and also on how it is perceived in conducting patrols.

DAMAGE CLAIMS: The Damage Claim Process is listed in the Auxiliary Operations Manual, includes facilities and equipment eligible for damage claims. Any damage to a CG Auxiliary Facility operating under orders must be reported to the Order Issuing Authority and DIRAUX as rapidly as possible after it has occurred. Auxiliarist must submit their damage/loss per District and Maintenance/Logistics Command (MLC) directives: The claim is submitted on the form, Claim for Loss or Damage to an Auxiliary Facility, and forwarded to the Order Issuing Authority who will investigate the damage & claim. Once the Order Issuing Authority has completed the investigation of the claim, it will be sent to DIRAUX who will endorse it and send it down to final review to MLCPAC, legal. An Auxiliarist should not begin repairs until authorized by the Coast Guard except in an emergency. This ensures that the damage is looked at by an investigative officer prior to repairs are started.

REYR/REWK/HOURS: Auxiliary members ensure all of your hours, no matter how small, are entered into AUXDATA for your missions and other time that you put in for the Auxiliary. I suggest that you do a member training for your flotilla on the CG-7029 (Member Activity Log) and the CG-7030 (Mission Activity Report), especially with all the new members coming in so all the Auxiliary hours are properly accounted for and are submitted in a timely matter. This will keep you out of REYR/REWK and this ultimately affects the funding that the Coast Guard gets for the Auxiliary and what D13 gets for its PPE every year.

COMING UP QE TRAINING: The Northern Area Training Conference (GNATS) will be having a QE session on 4 June. If you need a QE oral or underway check off ride, have you FSO-MT contact the Division 4 SO-MT or DCP to put your name on the list.

FROM THE OFFICE MANAGER

SK1 Holly R. Boehme

PATROL ORDER SUBMISSION: Of the 443 patrol orders that have been issued, 157 of them have not been submitted for payment. If you perform a patrol please submit your claim for payment within 5 days from the end of the patrol. With budget constraints DIRAUX must spend a certain amount of money which is allocated by Headquarters each quarter. If we don't spend these allocated funds, we lose them. When patrol orders are not submitted for payment, then we have money sitting open on the books, unspent and in danger of losing these funds. It is very important that you submit your patrol orders for payment as soon as your patrol is finished. Open patrol orders older than 3 months will be cancelled. If we lose money, we will lose the ability to issue patrol orders. This affects everyone in the Auxiliary. Patrol orders must be sent to the issuing office for processing, this is not the DIRAUX office. The issuing office can be located at the top of your patrol orders.

TRAVEL CLAIMS AND PATROL ORDERS PAYMENT STATUS WEBSITES

Travel Claims take about 3 weeks to process for payment. If you are on direct deposit you will be paid in about 3 weeks. After you submit your claim, wait 3 weeks and then you can check the status of your claim on this website.

Go to the website <http://www.uscg.mil/hq/psc/>

Click on the Travel Section

To the right of the page under Customer Care Branch scroll down to, then click on the Customer Service for Travel, Uts, and people soft button.

Fill out the form and submit it.

The travel center will send you a status on your travel claims and payment breakdowns.

You will need your TONO number which starts with 1105335S46001

This is only for Travel Claims. Remember you must keep copies of your claims and all receipts for 6 ½ years for audit purposes.

Patrol Orders take 2 to 3 weeks for payment. Again if you are on direct deposit you will receive your pay in about the same time.

After you submit your claim, wait 2 weeks and then you can check the status of your claim on this website.

Go to this site <http://www.fincen.uscg.mil/>

Click on Auxiliary Interests

Click on Auxiliary Reimbursement Detail Reports

Then click on the words Auxiliary Reimbursement Detail Reports again.

Enter your patrol number which looks like this 2705335SEA001.

This will give you the break down on your Patrol Order Payment. If you are not on direct deposit, please email me.

Please use the above sites to check status on your claims before calling me.

Also, it is very important that we have your correct Email address. Email is the preferred method of communication.

Travel Orders are now being sent in a Zip File. If you have not downloaded zip/unzip software, please visit this website:

<http://www.7-zip.org/> and download the software for free.

Be safe out there and wear your survival gear.

AUXILIARY ADMINISTRATIVE ASSISTANT

Mr. Charles K. Claytor

NEW MEMBERSHIP STATUS: SECCEN seems to be moving with a little more efficiency lately. We still have some member applicants from about mid-year 2004, but the majority of remaining applicants are late 2004 and early 2005. In fact, I have some applicants clearing SECCEN in less than 60 days. As I have mentioned many times before, the issues that keep an applicant from clearing SECCEN in a timely manner are usually because of something beyond the applicants or our control, i.e., OPM can't find someone's birth certificate on file at a county courthouse that no longer exists. But as I said, SECCEN is getting better all the time.

DO vs. OS: Please evaluate whether or not you need the Direct Operational (DO) or the Operational Support (OS) designation carefully. If you are not supporting any operational designations or missions, but you do support administrative missions like instructor, then maybe all you need is the OS designation. The OS designation only requires two fingerprint cards, a completed OFI-86C, and a signed SF-85 (page 6 only). You can submit these to me here at DIRAUX or send them directly to JR Addington. For those who are Crewmembers, Coxswains, Aids to Navigation, etc., you must have a DO status approved by SECCEN by 31 December 2007. The repercussions will be the loss of your certification until the DO status is approved by SECCEN. Please don't wait till the last minute to submit your DO packet, because submission will not circumvent the loss of your certification. **DO IT NOW!**

NEW CURRENCY MAINTENANCE PROCEEDURES: For 2005, entry of currency maintenance (CM) is entirely in the hands of the Auxiliary Membership, specifically your SO-IS officers, who must enter your CM into AUXDATA, sign the CM and submit to DIRAUX for placement in your personnel file. IS officers need to ensure that all tasks listed under "Training Status" are GREEN before submission to DIRAUX. For those in REYR, once the recertification tasks have been completed and entered in AUXDATA, simply email charles.k.claytor@uscg.mil that the tasks have been completed and I will recertify the individual so they can complete their annual CM tasks. One misconception about REYR that I continue to run across is the belief that when you are in REYR, all you need to do is 8 hours as "Lead" or "Non-Lead" and your REYR is removed. That is incorrect. You must have 8 hours listed in AUXDATA as "Trainee" before I will be able to change your REYR status, regardless of the reason you went into REYR.

AWARDS: The Sustained Auxiliary Service Award and the Annual Service Performance Awards are both generated by information that you enter into AUXDATA. These awards use the hours that you enter in the "Activity Log" in AUXDATA. On many occasions, an end mission is never entered or completed, which results in the mission hours continuously accumulating. Unfortunately, we are unable to recognize the error until participants have accumulated unreasonable amounts of hours. Once we do find the problem and correct it, we most likely have already issued awards that were not earned. When entering missions, please ensure that you enter an end date and time if applicable. This will help us to avoid the issuance and retraction of awards (not a fun thing to do) that have been awarded in error.

AUXDATA ADMINISTRATION: If you find yourself confused and frustrated by how AUXDATA works, i.e., certifications, awards, facilities, etc., and would like to know more, I am available to visit with you during your Division meetings should you so desire. All you need to do is make a request through my supervisor, CWO4 Paul Bellona. The best way to get answers about AUXDATA are to ask. You can also send me an Email and I will do my best to respond as quickly as possible.

ATTENTION: PLEASE SEE THE ATTACHED NEW SECURITY PROCEEDURE WHICH HAS JUST BEEN IMPLEMENTED AND ADDED TO DIRAUX NOTES.

AUXILIARY ADMINISTRATIVE AFFAIRS SPECIALIST

Ms. Shirley A. Blanchett

SUBMITTING ID CARD INFO: For the past year the DIRAUX office has been in the process of changing to the new ID card format which includes a digital photo. As of this date, we have converted 89% of District Thirteen's Auxiliary membership to the new ID card. This past week the DIRAUX office sent out letters to all of the remaining Auxiliary members who have not submitted their information. A letter was also sent out to all Flotilla Commanders with members who have not submitted ID card information. Included in all mailings was a blank copy of the ID card form. Please help DIRAUX by contacting your members who have not submitted their digital photo and ID card information. NOTE: Pictures can be sent electronically as long as the enrollment paperwork is faxed to (206) 220-7084 on the same day.

MEMBERSHIP SERVICE AWARDS: April's Membership Service awards were mailed out to Flotilla Commanders on March 30 to be presented at the next flotilla meeting. Membership Service Awards for Twenty years and above were mailed out to the Division Captains to be presented at the next Division meeting. Attached to the inside of each folder is the member's new ID card, which is good for another five years. If no digital photo and ID card form were turned in to the DIRAUX office, there will be no ID card inside of the Member Certificate folder. A new ID card will be issued when the appropriate information has been submitted to the DIRAUX office.

CURRENT TRANSFER STATUS SHEET: The current Transfer Status sheet which shows the District 13 Auxiliary member transfers that are being processed in DIRAUX can be found on the Auxiliary website, <http://www.uscg.mil/d13/oax/>. The chart shows what DIRAUX is working on for each transfer and what may be missing from a submitted transfer request.

SIGN UP FOR DIRAUX NOTES: You can sign up to have the DIRAUX notes sent to your e-mail. Click or paste the following link into your browser for a web page with instructions on how to sign up. <http://www.uscg.mil/d13/oax/>

NEW SECURITY PROCEEDURE

This new security procedure has just been adopted by SECCEN. As you can see, this will significantly increase the speed at which PSI's (for new members and existing members) can be verified for approval. In addition to the forms already submitted, we now have a new form. I am including one copy with DIRAUX NOTES and adding the form to the D13 Director's Website for download at <http://www.uscg.mil/d13/oax/>.

Please ensure widest dissemination of this information.

1. US citizenship is an Auxiliary membership requirement - so is the receipt of a Favorable determination on a Personnel Security Investigation (PSI), albeit with very few exceptions. As thousands of Auxiliary PSIs were conducted during the past year, it became apparent that a major hurdle in terms of minimizing turnaround time was the verification of US citizenship.

2. Until now, CG Security Center (SECCEN) requested the Office of Personnel Management (OPM) to perform citizenship verification because all PSI packages must be processed through OPM and there was no alternative. Citizenship verification often proved to be the most time-consuming step in the PSI process because it literally entailed back-and-forth communications between OPM, the Bureau of Vital Statistics (BVS), and an applicant's/Auxiliarist's place of birth to verify citizenship.

3. As a result of collaborative effort between our Office of General Law (G-LGL), Office of Security Policy and Management (CG-86), CG Recruiting Command and SECCEN, the determination has been made that Auxiliarists can perform the verification of citizenship as part of the PSI process. This will eliminate the need for SECCEN to request OPM to perform the same function and thereby significantly expedite the processing of most PSI packages.

4. Given the above, Auxiliarists may perform the verification of US citizenship function for PSIs for new Auxiliary applicants as well as current members who must still undergo PSIs. Toward that end, the following procedural steps are established and in effect:

a - Auxiliary fingerprint technicians and designated PSI coordinators are authorized to perform the citizenship verification.

b - Applicants/Auxiliarists are not required to have their citizenship verified by this process. They may have it verified as has been done during the past year (ie - via OPM). However, as indicated above, doing so may significantly lengthen their PSI turnaround time.

c - The applicant/Auxiliarist for whom the PSI is being performed is required to present at least one of the documents prescribed below (ie - an original document...photocopies are not acceptable) to the fingerprint tech/PSI coordinator for visual inspection. The best opportunity to do this would be in conjunction with whenever fingerprinting is performed. The fingerprint tech/PSI coordinator shall check the document to the following threshold: that the document appears to be genuine and to relate to the applicant/Auxiliarist for whom the PSI is being performed.

d - Any of the following documents are acceptable for verification of US citizenship:

1. birth certificate showing that an applicant/Auxiliarist was born in the US
2. FS-240 (report of birth abroad of a US citizen)
3. FS-545 (certificate of birth - foreign service)
4. DS-1350 (certificate of birth issued by US Department of State)

5. US passport (does not matter if unexpired or expired)
6. certificate of US citizenship (INS form N-560 or N-561)
7. certificate of naturalization (INS form N-550 or N-570)

e - A complete photocopy of the document must be included with the PSI package that is ultimately forwarded to SECCEN (the applicant/Auxiliarist for whom the PSI is being performed may provide the photocopy of their document - a passport photocopy should be of the first two personal photo/information pages).

f - The applicant/Auxiliarist for whom the PSI is being performed must fill out section 1 of the Verification of US Citizenship form provided by SECCEN (see attachment). The fingerprint tech/PSI coordinator who performs the verification must fill out section 2. That form must then accompany the photocopy of the document as part of the PSI package. If the applicant/Auxiliarist for whom the PSI is being performed has fingerprints taken by a local law enforcement agency, then the agency representative who takes the fingerprints may also perform the citizenship verification (ie - they must visually sight the document and fill out section 2 of the Verification of US Citizenship form - the photocopy of the document must still be submitted as part of the PSI package).

g - If the fingerprint tech/PSI coordinator has any question about the validity of a form presented to them, then they shall request the applicant/Auxiliarist to present another of the prescribed documents. If subsequent document(s) is also questionable or unable to be provided, then the concern should be noted on the Verification of US Citizenship form and forwarded (along with a photocopy of the document originally provided) as part of the PSI package to SECCEN.

The new Verification of US Citizenship form can be downloaded on the D13 Director's website at <http://www.uscg.mil/d13/oax/>.